

<b>ARIZONA</b> Department of Emergency and Military Affairs  <b>POLICY LETTER</b>	<b>POLICY LETTER NO. 10.15</b>	
	<b>DATE 7 July 99</b>	<b>OPR DEMA/JP-P</b>
<b>SUBJECT: Cellular Phone Usage</b>	<b>REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)</b>	

## 1. POLICY

It is the policy of Arizona Department of Emergency & Military Affairs (DEMA) that all cellular phone usage be prudent and responsible. It is the responsibility of all DEMA employees to follow the procedures outlined in Paragraph 2 below.

## 2. PROCEDURE

A. The use of Government (state, federal) cellular phones shall be limited to the conduct of official business. Such official business calls may include emergency calls and calls determined to be necessary in the best interest of the Government.

B. Personal calls (such as calls to speak to spouse/minor children or to arrange for emergency repairs to residence or automobile) may properly be authorized as being in the best interest of the Government if the call is consistent with the following criteria:

1. It does not adversely effect the performance of official duties.
2. It is of reasonable duration and frequency.
3. It could not reasonably have been made at another time.
4. A standard (non-cellular) telephone could practicably not be used.
5. Long distance personal calls on a cellular phone are not authorized under any circumstances.

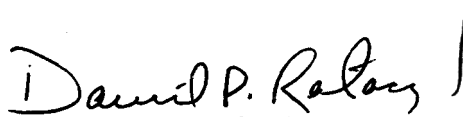
C. Each Division Director (ADEM, AZARNG, AZANG, DEMA/JP) is responsible to authorize the procurement, assignment and use of cellular phones within the corresponding division. The Division Director will establish accountability procedures as follows:

1. Assign cellular phones to individuals on a permanent basis via a hand receipt or other document in which the individual has accepted responsibility for the phone and calls made and received from it.

2. Maintain a log for those phones which will not be used by one individual, but by different individuals at different times (i.e., Staff Duty Officer). This log will include at a minimum:

- Activity
- Name
- Phone ID
- Date/Time logged out
- Date/Time logged in

D. Each Senior Commander/Program Manager authorized cellular phones will certify cellular phone billings for compliance with this policy letter. When required, the Senior Commander will facilitate collection action to the government for calls deemed to be outside the parameters as described in Paragraph 2A and 2B. Invoices and supporting documentation will be sent to the respective paying office.

A handwritten signature in black ink, reading "David P. Rataczak". The signature is written in a cursive style with a large, stylized "D" and a long, sweeping line extending from the end of the name.

DAVID P. RATA CZAK  
Major General, AZ ARNG  
The Adjutant General